

**Board of Library Trustees
September 13, 2016 – Fairview Branch - Minutes**

Present:

Martha Grahame, President
Stewart Cumbo
Karen Eggert
Celeste Fort via phone during Executive Session
Carolyn McHugh, Vice President
Wilson Parran
Terese Wells
Carrie Plymire, Director
Beverly Izzi, Recorder

Call to Order

Meeting called to order at 2:03pm by President Grahame.

Minutes

Mr. Parran moved to approve the minutes of the August 16, 2016 meeting as disseminated electronically with clarifying amendments. Mr. Cumbo seconded the motion. The motion passed unanimously.

President's Report

President Grahame and Director Plymire attended the Maryland Association of Counties (MACO) Conference in Ocean City August 17-19, 2016. President Grahame shared that the MD Libraries exhibit booth had a 3D printer and a virtual reality game as well as other STEM/techie things. Grahame got her picture taken with Governor Hogan when he visited the booth. She and Plymire also had a chance to talk with Commissioners Nutter, Weems, Hejl and Slaughenhaupt.

Mr. Cumbo shared that another opportunity for MD Libraries would be to exhibit at the Maryland Municipal League (MML) Conferences. The fall conference will be in Solomons this year October 13-15. MML has its annual conference in Ocean City in June. President Grahame said that she would pass this information along to the Maryland Library Association. Director Plymire noted that the vast majority of MD library funding comes from counties and the state, but that the opportunity for advocacy could be worthwhile.

Director's Report

FY17 Budget

Director Plymire shared the FY17 Budget with the Board of Library Trustees (BOLT). Expenditures are on track. Fine revenue is down sharply due to auto renewal. Director Plymire noted that relying on fine revenue was not sustainable as physical circulation declines; she said she would initiate discussion with the county. Plymire stated that fine revenue is 2.8% of the library budget.

Director Plymire reviewed highlights of her written report:

Circulation was up approximately 6% in FY16. Part of the reason for the increase is the success of the Digital Branch. Director Plymire will bring statistics for the door count and programs to the next BOLT meeting.

Further evidence of the growth of the Digital Branch; clicks on the Calvert Library website for digital and downloadable items have exceeded clicks on the Calvert Library meeting room site. Meeting Rooms has been the most visited link on the web site for years.

The Southern Maryland Training and Education in Library Leadership Advancement and Readiness (STELLAR) program has kicked off. It consists of six full day sessions over a period of six months. The program was developed by a team of librarians from the tri-county led by SMRLA staff development coordinator, Jennifer Hopwood. STELLAR curriculum is based on the leadership competencies outlined in the book “Remarkable Leadership” by Kevin Eikenberry. The following Calvert Library staff members are attending this training:

Cynthia Lawrence – PF
Rachel Hummel – Mobile Services
Melissa DeCesaris – Southern
Shannon Gibbons – PF

Director Plymire will email the July monthly report to the BOLT.

Unfinished Business

The Facilities Master Plan budget adjustment for the state grant and the award of the bid were approved by the Calvert Board of County Commissioners (BOCC) at their September 13, 2006 meeting. As soon as the contract is executed, Plymire said we will be able to begin the work.

New Business

FY18-23 Capital Improvement Plan (CIP)

Director Plymire reviewed the draft submission for the libraries projects. She noted that no changes had been made to the requests for Fairview, Twin Beaches and Southern Branches as all three are pending the results of the Facility Master Plan. The following requests were additions or amendments to the CIP:

Technology – Currently the library computers are on an 8 year replacement cycle. (The county’s computers are on a 5 year replacement cycle.) Plymire increased the yearly request for technology capital from \$16,000 to \$25,500. She will also be requesting an additional IT staff person in the FY18 budget.

Mobile Services – A new project request has been submitted for a 24’ vehicle to replace the 1998 GMC van. Two new staff members will also be requested for FY18 to run the van. This will allow Mobile Services to add neighborhood stops to the services they already provide. Mobile Services would also be able to provide ADA accessible services, mobile wifi and computer access to underserved communities.

The BOLT offered several suggestions to strengthen the “About the Project” sections of the project requests which Plymire will integrate into the next draft.

Copier Lease & Budget Transfer

Director Plymire shared that the black and white copier in the administrative office needs to be replaced. The staff recommendation is to also replace the color copier in admin and move the current color copier to the public copy center at PF replacing the B&W copier currently there. Copies at PF will be faster, less expensive and higher quality. Lease costs, however, will increase. To cover the resulting difference in the budget, McHugh made a motion to authorize Director Plymire to move \$6000 from Contracted Services to Copies. Ms. Eggert seconded the motion. Motion passed unanimously.

Memorandum of Understanding (MOU) with County Government

Director Plymire shared that several events in the last fiscal years have led to confusion regarding what the library can and can't do, what county policies we follow and which we are exempt from. She found an MOU between County Government and the Library Board from 1996. Plymire and Joan Thorp, deputy director of Finance for the county have convened a group to start discussing an update to the MOU. Plymire meets on Friday, September 16 with County Administrator Terry Shannon, Roberta Baker (Purchasing), Joan Thorp, Dawn Leavell (Finance) and Maureen Hoffman (Community Resources).

Reports

Friends of the Library

President Grahame noted that there will be a Sidewalk Book Sale this Saturday, September 17. Help is needed at 7:30am to set up and/or 3pm to take down.

The Friends will hold their annual meeting this Wednesday, September 14 at 7pm. There will be a meet and greet and refreshments will be served.

The Friends of the Library will hold a Mini Golf Fundraiser September 23-24. Teens Friday night (soda, pizza, popcorn, and golf). Families during the day Saturday and Saturday night for adults.

SMRLA

Ms. Eggert stated that there was not a SRMLA meeting this month.

Foundation

President Grahame reported that the Foundation will hold a reception for donors the evening of October 15 at Calvert Library Prince Frederick. Invitations have been sent out to donors.

Trustees are also invited.

Ms. Wells attended the Town Hall meeting September 1 regarding the Calvert County Government budget process. The meeting was uneventful, calm and respectful. Calvert Library CIP projects were mentioned.

Other

Director Plymire shared that November 4-13 is the 2nd Maryland STEM Festival. Calvert Library will be participating in several ways. We will kick-off the MD STEM Festival with a STEM Fair at Calvert Library Prince Frederick on November 5 from 12-4:00. Plymire said that the formal recognition of the location's 10th anniversary will be held on the 5th at 11am. Local and state elected leaders and others that had a hand in building the library will be invited for brief remarks and an opportunity to see how much the library has changed in ten years.

Director Plymire asked that the BOLT not meet in October. Ms. McHugh made a motion to cancel the October 11, 2016 BOLT meeting. Mr. Parran seconded the motion. Motion approved unanimously.

Ms. McHugh noted that the Calvert Board of Library Trustees Bylaws that she was given when she joined the board, were not dated or signed. Per Ms. McHugh's request, the BOLT bylaws will be reviewed for any needed updates, dated and signed. This is on the November BOLT agenda.

It was also noted that Ms. Fort's 2nd term as a Trustee would be ending in December 2016. Director Plymire will begin the process of advertising the opening.

Executive Session

President Grahame stated that the remainder of the meeting would be in Executive Session to discuss the Director's annual performance evaluation. Ms. McHugh moved to go into Executive Session according to statutory authority 3-305(b)(1). Mr. Parran seconded the motion. The motion passed unanimously.

Meeting moved to Executive Session at 3:31pm.

BOLT members Cumbo, Eggert, Fort (by phone), Grahame, McHugh, Parran and Wells attended the closed session. The BOLT discussed the Director's FY17 goals. Discussion of her annual performance evaluation will be postponed until November. No votes were taken.

The closed session adjourned at 3:45pm.

The regular meeting adjourned at 3:46

Next Meeting – November 15 at 2:00pm – Calvert Library Prince Frederick